

**Confirmed Minutes of the Full Governing Body meeting on
Thursday 21st March 2024 at 5.00pm at Holyport College
With the option to join remotely via GoogleMeet**

Governors		Initial
*denotes absence		
Dalmane Alberga		DAL
Tom Arbuthnott*	Educational Sponsor Link, Careers Governor	TA
Mandy Bains		MBA
Walter Boyle	Founding Head Master	WBO
Sue Dudley	Vice Chair, Chair of Curriculum Committee, SEND and Pupil Premium Governor	SDU
Mark Jones	Chair of Welfare Committee, Safeguarding Governor	CMJ
Ben McCarey	Head Master	BMc
Gill Monk	Chair of Nominations and Successions Committee	GM
Adrian Percival		AP
Bruce Powell	Chair of Governors, Chair of Finance Committee, Chair of Strategy Committee	BP
Johnny Robertson	Chair of Foundation Committee, Chair of Bursaries	JRO
Sheridan Swallow	Chair of Audit and Risk Committee	SSW
Lorraine Wales	LAC and Wellbeing Governor	LW
Chris Wilton		CW
In attendance		
Graham Alford*	Assistant Headteacher - Head of 6 th Form	GAL
Adam Bicknell	Deputy Head - Academic	ABI
Liz Critchlow	Clerk to the Governors	LC
Roz Doctor	Bursar	RDO
Steve Gardner*	Deputy Head, Head of Boarding	SGA
Daniel Hubbard	Assistant Head teacher – Assessment and Co-curricular	DHU
Alastair Ingall	Headteacher Elect (observer)	
Alex Jeffery	Assistant Head teacher - Curriculum Support	AJE

Item No		Action Lead
1	Welcome and Apologies	
1.1	Everyone was welcomed to the meeting. Apologies were received and accepted from TA, SGA and GAL. DHU attended the meeting remotely via GoogleMeet. It was noted that WBO would arrive late to the meeting.	
2	Any Other Business	
2.1	Thanks to BMc.	
3	Declarations of Interest in the agenda	
3.1	There were no declarations of interest in the agenda.	
4	Approval of minutes of meeting on 30.11.23 Part 1 and Part 2, matters arising and update of action list	
4.1	Governors approved the Part 1 and Part 2 minutes of the last meeting on 30th November as a true and accurate record.	

4.2	It was noted that the AGM had preceded the FGB meeting. At the AGM the Members had reflected over the last 10 years and were most pleased with the progress made by the College since its inception.	
4.3	Lord Waldegrave, Chairman of the Members, will be retiring from his position as Provost of Eton College, and also as a Member of Holyport College, at the end of this academic year. Lord Waldegrave was thanked for his support of the College over the last few years.	
4.4	<u>Matters arising and update of action list</u> The rolling action list was updated. It was noted that the College is one of only 43 schools in the country which has admission criteria for Pupil Premium entrants and receives more applications under this criteria than other local schools.	
4.5	AIN and ABI will review rugby provision in the summer term.	AIN/ABI
5	Head Master's Report	
5.1	Governors received the Head Master's report. <u>Current Position re Student numbers</u> There are currently 216 boarders and at least 3 boarders are expected to join the College next term. Numbers in Year 12 are lower than originally budgeted which will result in less GAG funding than anticipated being received next year. 90 places have been offered to external day students for Year 12 in September. The number of SEN K students has increased by 6 since the last meeting. There are 70 Pupil Premium students, which includes 3 Looked After Children. It was agreed that comparison data for other RBWM schools for key groups would be brought to the next meeting. It was noted that there are 18 young carers for whom support is available, including a Young Carers Group, and the College has received an award from the Local Authority for its work with young carers. It was noted that in comparison with other RBWM schools the College has a relatively low rate of exclusions, participates well in inclusion and accepts a higher rate of managed moves, the majority of which have been very successful.	AJE
5.2	<u>Attendance</u> Governors were presented with FFT data for attendance. The College has a higher rate of attendance than nationally and locally, however there is still room for improvement. There are 8 students on reduced timetables and the College continues to work to support these students and their families. Rates of persistent absenteeism for the College remain below the national average (15% compared with 26%). Attendance rates for boarding students (94.4%) are slightly higher than for day students (92.7%). Overall attendance is 93.1% (Year 7 – 11). WBO joined the meeting at 5.30pm.	
5.3	<u>Admissions and Boarder Recruitment</u> In line with the updated Admissions Policy, 64 Year 7 day places have been offered for September 2024. Of these, four are children with an EHCP and six are PLAC. For the first time all Year 6 students living in Holyport village south of the Windsor Road who requested a place at the College have been offered one. The draft budget for 2024-25 has been adjusted to 210 boarders. There were 215 boarders at the start of September 2023 and there are 197 currently confirmed for September 2024. There is a lower uptake so far in Year 7 boarding than was expected, however this is offset by consistent demand	

5.4	across other year groups and a general trend of increasing boarder numbers as year groups move up through the school.	
5.5	<p>Part 2 item.</p> <p><u>Staffing: recruitment and retention</u></p> <p>One Housemaster left the College in December and a new Housemaster and Assistant Housemaster have been appointed internally. After Easter, an English teacher and a PE teacher will be employed on a fixed term contract for one term. A full time teacher of PE has been appointed to start in September. The College is currently recruiting for several positions including Head of Art, teacher of Economics (or Head of Department) and teacher of Music (part time). A full time history teacher and a part time English teacher have been appointed to start in September.</p>	
5.6	<p><u>2024-25 Classroom Capacity</u></p> <p>The growth in student numbers at Year 7 since 2020 has placed increased pressure on the College's limited number of classrooms. A proposal has been made to combine the staff workroom and restroom in order to free up the upstairs staff room for a classroom to accommodate an extra Year 7 class from September 2024. This proposal has been discussed by GCC and GFC, who were supportive of the proposal, however it is considered to be prudent to wait until there is a greater certainty around student numbers in Year 7 before going ahead with this project. The project has been costed at £30k and it was noted that it could be carried out in October half term if necessary.</p>	
5.7	<p><u>Public Examination Forecast based on mock examinations</u></p> <p>GCSE mock exams took place in late January. Students were given both an attainment grade and a potential grade for each subject. These exams indicate that the College is on track for another strong performance at GCSE this year in terms of Progress 8. An improvement is forecast in Maths and History with Art remaining as a high performing subject. There are some concerns over English outcomes and an action plan has been formulated and there are a range of interventions and strategies in place.</p> <p>A Level mock exams also took place in January and performance at A Level is expected to be strong. EPQ results are not yet available due to an ongoing review by the exam board in relation to its AI policy.</p>	
5.8	<p><u>Head Handover and Transition Arrangement</u></p> <p>A detailed transition plan has been formulated and is being implemented. AIN continues to visit the College and meets regularly with ABI; AIN is visiting broadly one day a week this term which will increase to 2 days a week in early May. AIN is becoming increasingly involved in College life, both in terms of strategic decision making and awareness of operational issues. The line management structure under ABI as Acting Head has been reviewed and adapted for the summer term.</p>	
5.9	<p><u>1:1 Devices</u></p> <p>DHU has been leading on the 1:1 iPad project and presented a summary of the project and a proposal to introduce 1:1 devices throughout the College. This proposal has been discussed by GCC and GFC, both of which are very supportive of the project. The proposal is as follows:</p> <ul style="list-style-type: none"> • To launch 1:1 devices in September 2024 with Years 7-10, • Eton's loaned iPads to be used for Year 11 and may be requested by students in Year 13. • Issue a strong recommendation to incoming Year 12 students to purchase an iPad which the College will procure. • The current device of choice for students and staff is the 10th Generation iPad with a case and a third party stylus. Keyboards will 	

	<p>not be provided by the College but may be purchased by parents for use at home.</p> <p>The intention is to purchase devices for students in Years 7-10 directly from the supplier and for these to then be sold to parents. The indicative price per device is currently £324 (including case, stylus and management software). For 360 devices this would involve an initial capital spend of £116,640. The majority of this spend would be recouped by the College once parents purchase devices for their children. All Ever 6 and FSM students' devices would be funded by Pupil Premium (this is estimated to be around £11k which has already been budgeted for). It is planned to set up a payment scheme offering parents both the option to pay over a year starting from July or to buy in one payment.</p> <p>It is hoped that by introducing iPads to all of KS3 and KS4 at the same time, it will be possible to create a culture and a whole school CPD approach to improving teaching and technology. Governors and SLT agreed unanimously that there would be significant benefits to teaching and learning from using iPads. It is proposed that the timescale of introducing iPads throughout the College in September 2024 is achievable. RDO and AIN have checked the Charging and Remissions Policy and confirmed that VAT would not be chargeable to parents because the iPads will be for educational purposes. Governors approved the proposal to proceed with the iPad project in principle, and it was agreed that the executive could develop the detailed proposition.</p> <p>It was noted that iPads would be advantageous from a safeguarding perspective because the College will apply its own filtering and monitoring systems to the devices. It was also agreed that use of the iPads would help students to become more computer literate, which is good from a careers perspective.</p> <p>It was agreed that AIN and DHU would communicate with GFC via email regarding the wording of the communication which will go out to parents regarding the introduction of iPads.</p> <p>DHU left the meeting at 6.50 pm.</p>	AIN/DHU
6	Bursar's Report	
6.1	<p><u>Management Accounts and Outlook 2023/24</u></p> <p>Governors received and discussed the Period 6 Management Accounts. The P6 forecast operating surplus has decreased to £100k (1.2% income) compared with the budget which was £186k. This is due to some additional costs which were not foreseen, such as repairs and maintenance including £20k for emergency repairs to the boarding showers, and £10k for emergency tree felling. There are also higher salary and pension costs than budgeted for, only some of which are funded, and there has been expenditure of £19k on girls' boarding refurbishment.</p> <p>There has been a slight decrease in forecast reserves from £454k (opening reserves) to £452k.</p> <p>Capital expenditure remains at £218k with a contingency for the rest of the year of £24k. Net current assets are £680k.</p>	
6.2	<p><u>First thoughts on Budget 2024/25, compared to Plan</u></p> <p>There have been several changes to the budget for 2024/25 which was presented in June 2023:</p> <ul style="list-style-type: none"> • Decrease in number of boarders from 222 to 210 (-£204k) • Decrease in Sixth Form funding 209 to 198 (-£55k) • Additional teachers recommended by GCC (-£170k) • GAG funding for 2024/25 is confirmed as £2.7 m (£63k more than budgeted) 	

	<ul style="list-style-type: none"> 16 -19 funding for 2024/25 is confirmed as £1.2 m (-£45k less than budgeted) <p>Total difference is £414k. There is an adjusted operating surplus of £146k (1.7% on income). The operating surplus for 2024/25 budgeted for in June 2023 was £560k. There are still uncertainties such as changes in staffing for September 2024. In June 2023 salaries were budgeted to increase by 3%, salaries for teachers have actually increased by 6.5%. Careful consideration will need to be given to all these factors to ensure a sensible balance is struck between income and spend to allow for an operating surplus to be safely budgeted.</p>	
6.3	<p><u>Capital projects</u></p> <p>There was a £166k capital spend agreed in the budget for 2023/24 and it has been agreed that an additional £52,000 can be spent from reserves, giving a total of £218k.</p> <p>Expenditure on capital projects in 2023/24 includes: boarding refurbishment (£46k), classroom refurbishment (£18k including £9k for refurbishment of I.T. suite), bollard (£10k), Wi-fi upgrade (£41k), Performing Arts - fees to take proposal to planning permission (£32k). Expenditure for floodlights is currently on hold.</p> <p>A CIF bid for the Performing Arts project has been submitted and is linked to the recent Ofsted report with regards to D.T. provision.</p>	
6.4	<p><u>Eton Fives Project</u></p> <p>Confirmed pledges of £536k have been received for the Eton Fives project. The cost of the project is £554k, which includes a contingency of £38k. Work begun on the project in February and it is hoped will be completed in July.</p>	
6.5	<p><u>Boarding Fees</u></p> <p>GFC discussed boarding fees for 2024/25 and took into consideration several factors including: RPI/CPI, comparison with competitor state boarding schools, sensitivity analysis on percentage points, rising food and energy costs, recent refurbishment of boarding facilities and the percentage increase last year. A recommendation has been made for an increase in boarding fees of 7.5% and this recommendation has been approved by GFC. Governors approved the recommended increase of 7.5% to boarding fees for 2024/25.</p>	
6.6	<p><u>Meal and Bus Fees</u></p> <p>It was decided at GFC that the executive could decide on amounts for meal and bus fees for 2024/25. These have been increased by 7.5% (rounded to the nearest £1 for termly fees), in line with the increase in boarding fees.</p>	
6.7	<p><u>School Resource Management Self-Assessment Tool Checklist</u></p> <p>Governors received the SRMSA which is completed every year and discussed by RDO and BP. All questions on this checklist have been answered in the affirmative. If Governors have any questions regarding this, they should contact RDO/BP.</p>	
8	Governors' Curriculum Committee	
8.1	Governors received the minutes of the GCC meeting on 6 th February.	
9	Governors' Finance Committee	
9.1	<p>Governors received the minutes of the GFC meeting on 7th March.</p> <p>It was noted that the Finance Department has been improving the accounting system to take advantage of all its functions. A new Finance Assistant joined the College in January who is helping to implement the required changes. There is now a greater resilience and capacity to improve financial systems, controls and processing capabilities.</p>	
10	Audit and Risk Committee	

10.1	Governors received the minutes of the A & R Committee meeting on 1 st February. It was noted that there was an error with the date in item 12 of the minutes which LC will correct.	LC
11	Governors' Welfare Committee	
11.1	Governors received the minutes from the GWC meeting on 29 th February. It was noted that a social care inspection is due soon.	
12	Holyport College Foundation	
12.1	Governors received the minutes from the Foundation Committee and Trustees' meetings on 18 th January. It is proposed that the Bursaries Committee becomes a committee of the Foundation, rather than of the FGB. The Terms of Reference for the Foundation Bursaries committee were received by Governors. It is proposed that the College will fund its annual bursaries contribution to the Foundation at the beginning of the academic year and that once the Foundation Bursaries Committee has met in the autumn to allocate bursaries, these funds will be funded back to the College. It was noted that so far £280k has been received into the Foundation bank account for the Eton Fives Courts project. RDO confirmed that she has checked tax implications for the Foundation, which is an exempt charity. The next Foundation meeting is in May when a future plan will be developed.	
13	Nominations and Successions Committee	
13.1	It was noted that SDU has been appointed for a further term of office by Members from January 31 st 2024.	LC
13.2	It was noted that TA and JRO's terms of office are due to end in July. TA and JRO have indicated that they are willing to serve a further term of office. The NSC proposed that TA and JRO be appointed for a further term of office of 4 years as Member Appointed Governors. Governors agreed to recommend TA and JRO's reappointment to Members and it was agreed that LC would make the necessary arrangements for these reappointments in the summer term.	
13.3	It was noted that some of the "Eton connected" Governors have indicated they may wish to step down from their position as Governor over the next couple of years. The NSC is planning to work together with Eton College on succession planning for when these Governors step down.	
13.4	It was noted that Lord Waldegrave, Chairman of the Members, would be retiring from his position as Provost of Eton College and also as Member of Holyport College at the end of this academic year. Lord Waldegrave's successor as Member of Holyport College will be Peter McKee, Eton Vice-Provost.	
14	Policies	
14.1	<u>Provider Access Policy</u> This policy was approved by Governors.	
15	Chair's Action: to note any urgent action taken by the Chair since the last meeting	
15.1	Arrangements for transition to Acting Head and new Headteacher.	
16	Governance Update	
16.1	A Governor iPad training session will be arranged to take place before the next FGB meeting.	DHU SSW
16.2	It is a requirement for at least one Governor to have done cyber security training and it was agreed that SSW would complete this training.	
16.3	Two Governor visit reports were received from CMJ.	
16.4	Governors received the meeting schedule for 2024- 25. If there are difficulties with any of the dates Governors should contact LC before this is finalised.	

16.5	Government guidance for Governors now has a new format and has been consolidated. Governors have received an email detailing where to find the new guidance.	
16.6	Governors requested that a schedule of College events is sent out to the FGB at the beginning of term with a note of events to which Governors are invited. It was noted that this could also appear at the end of the Head's report.	ABI/AIN
17	AOB	
17.1	BMc has been at the College since it opened and it was noted at the AGM that both Governors and Members are very proud of all that it has achieved over the last 10 years and BMc leaves an excellent legacy. BMc was thanked by Governors for his involvement in these achievements and they wished him all the best for the future. It was agreed that a formal dinner would be hosted in the summer term to say farewell to BMc, to which SLT and Governors would be invited. BMc thanked Governors for all their support during his time as Head Master. The meeting closed at 7.45pm.	BP/SLT
18	Date of next meeting	
18.1	Thursday 27 th June 2024 at 5.00 pm.	

Signed:

Date:

Bruce Powell (Chair)